

NON-RESIDENTIAL AS-BUILT PLAN REVIEW CHECKLIST

Development: _____ Site Address: _____

Engineer's/Surveyor's Name: _____ Date: _____

The as-built plan should clearly show all of the information shown on the approved site plan and should verify that the site conforms to the requirements of the approved site plan.

Provide some or all of the following sheets as required to clearly show as-built conditions-plans shall be the same as the approved site plan:

- ☐ Cover Sheet
- ☐ Layout Plan
- ☐ Grading Plan
- ☐ Utility Plan
- ☐ Utility Tie Plan
- ☐ As built electronic files in AutoCAD 13 format or higher

All plans should show:

- ☐ Project title/development name
- ☐ Site address
- ☐ Site Map and Parcel
- ☐ Owner's name, address, and telephone number
- ☐ Developer's name, address, fax and telephone number
- ☐ Engineer's and Surveyor's names, address, fax and telephone number
- ☐ Date(s) of as-built survey
- ☐ North arrow
- ☐ Scale
- ☐ Survey Datum shall be NGVD
- ☐ Engineer's and Surveyor's Stamp

Cover Sheet:

- ☐ Project zone
- ☐ Zoning "required vs. actual" table showing all as-built site, building, parking, and landscaping requirements
- ☐ Locus map showing all buildings within 1000 feet with scale and north arrow
- ☐ Date of Plan
- ☐ Surveyors certification stating the following: I hereby certify that the information shown on this/these plan(s) accurately depicts field conditions based on an as-built survey by *(name of as-built surveyor)* performed on *(date of as-built survey)*
- ☐ Engineer's certification stating the following: I hereby certify that the as-built information shown on this plan is in conformance with the approved site plans dated (date of latest approved site plan)
- ☐ Engineer's certification stating the following: I hereby certify that all handicap access and parking conform to the latest Massachusetts Access Board requirements

Layout Plan:

- ☐ Property line information-bearings, distances, bounds, etc...
- ☐ Label building and provide building information (number of stories, square footage, proposed use, etc...)
- ☐ Dimension building setbacks per zoning
- ☐ First floor elevation
- ☐ Sill elevations
- ☐ Parking setbacks per zoning
- ☐ Label all as-built improvements including but not limited to curb, sidewalks, ramps, parking lot, retaining walls, fences, guard rail, landscaping, etc...
- ☐ Provide critical dimensions (lane widths, parking stall widths and depths (typical), curb radius, entrance width, width of sidewalk, etc...)
- ☐ Provide driveway spot grades per zoning requirements
- ☐ Pavement markings
- ☐ Handicap access ramps
- ☐ Existing topography

NON-RESIDENTIAL AS-BUILT PLAN REVIEW CHECKLIST (cont'd.)

Grading Plan:

- ☐ 2' contours clearly labeled
- ☐ Include spot grades as required to show site elevations-especially if site is flat
- ☐ Label critical slopes
- ☐ Survey benchmarks
- ☐ Retaining wall elevations

Utility Plan:

- ☐ Show all utilities including but not limited to water, sewer, drainage, gas, electric, telephone, detention basins, etc...
- ☐ Label all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, detention basin structures, etc...
- ☐ Rim elevations
- ☐ Invert elevations
- ☐ Pipe types
- ☐ Pipe lengths
- ☐ Pipe slopes

Tie Plan:

- ☐ Show ties to all utility structures including but not limited to manholes, catch basins, gates, valves, shutoffs, etc...

Engineering approval will not be granted if the information described above is not shown on the as-built plans.

Certificates of Occupancy will not be approved unless all of the requirements stated above are completed at the time of the as-built plan submittal.

See the Residential and Commercial Site Plan Review Checklist for required Site Plan information